

DEPARTMENT OF THE ARMY  
U.S. Army Medical Department Center and School  
2250 Stanley Road  
Fort Sam Houston, Texas 78234-6165

Memorandum  
Number 351-2

11 July 1997

Schools  
CLASS DISCIPLINE AND CONTROL

1. **PURPOSE.** This memorandum outlines responsibilities and prescribes procedures for the control of officer and enlisted classes in order to maintain a high state of discipline and an effective learning environment.
2. **POLICY.** A favorable learning environment will be provided and maintained in each session of instruction conducted at the U.S. Army Medical Department Center and School (AMEDDC&S). Proper military courtesy and decorum will be exercised by staff, faculty, and student personnel at all times. Each instructor represents the Commander, AMEDDC&S, and therefore has the authority to take measures deemed necessary to ensure that proper conditions to support the learning process are maintained.
3. **GENERAL.** To ensure that students receive the maximum benefits from instruction, commanders, course directors, and/or class advisors will, during initial orientations, emphasize the necessity and importance of good discipline during classes. Students should be impressed with the fact that every effort is being made to present material of benefit to them in their future assignments, and that little can be gained from instruction without an alert, attentive attitude on their part. The instructor is charged with the proper management of students while a class is in session. When undesirable classroom situations arise which cannot be resolved on-the-spot, offenders will be reported to the appropriate commander and class advisor concerned. All staff and faculty members will make on-the-spot corrections outside the classroom when they note breaches of military courtesy or decorum.
4. **RESPONSIBILITIES.**
  - a. **Class Advisor**
    - (1) Ensure that the members of the assigned class are familiar with the contents of this and other pertinent guidelines, to include the Student Evaluation Plan (SEP).

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\*This memorandum supersedes AHS Memo 351-2, 20 Aug 87.

(2) Keep the course director informed of any deviations from the procedures outlined herein.

b. Instructors.

(1) Ensure the classroom and surrounding areas are clean and orderly

(2) Report unsatisfactory conditions and/or inoperable equipment to the NCOIC of the academic branch responsible for the classroom or area.

(3) Observe classes continuously for behavior, appearance, response to questions, attitude, and compliance with AMEDDC&S directives.

(4) Manage students properly while the class is in session.

(5) Enforce AMEDDC&S policies on smoking, food, and beverages.

c. Commanders of student companies.

(1) Appoint a class leader and section leader for each numbered officer class other than the Officer Basic Course (OBC) and for each enlisted class, for command and control purposes. The effectiveness of personnel assigned as class and section leaders should be closely monitored by the appropriate company commander or class advisor.

(2) Appoint a class leader, an executive officer, and an appropriate number of platoon leaders for each OBC.

(3) Instruct student company officers and student class and section leaders concerning their duties and responsibilities.

NOTE: As a result of the organization of the Officer Advanced Course (OAC) and the associated method of instruction (Small Group Instruction), the provisions of paragraphs 4c and 4d do not apply to the OAC.

d. Student class leader, section leader, company leader, or platoon leader.

(1) Present a short briefing to students explaining the duties of the aforementioned positions.

(2) Take attendance as prescribed and process results in accordance with instructions received from the Center Brigade, the company commander, or the assigned class advisor.

(3) Under the supervision of the instructor, ensure proper police of the classroom and surrounding area.

(4) Notify the appropriate class advisor if the instructor is not present when the class is scheduled to start.

(5) Maintain liaison between the class and other agencies and serve as spokesperson for the class.

(6) Control and conduct marching movement of classes between classrooms or areas of instruction. Adhere strictly to the schedule for the class.

(7) Ensure that students follow proper classroom procedures

(8) Maintain a position in the class which allows for constant surveillance of all members of the class.

(9) Make frequent spot-checks of break areas and remind students of their individual responsibility for maintaining a high standard of cleanliness throughout the AMEDDC&S.

(10) Ensure student compliance with the provisions of AMEDDC&S uniform directives and take appropriate action to correct violations.

## 5. CLASS MANAGEMENT.

### a. Absence of students or instructors.

(1) For classes conducted in building 2841, Willis Hall, the following actions will be taken when students or instructors fail to arrive.

(a) Failure of students to arrive. Notify the appropriate class advisor and appropriate student company. Student company commanders will be responsible for determining the reason for the students not arriving and for notifying the instructor and appropriate course director.

(b) Failure of instructor to arrive. Students will remain in the immediate area. The class leader or designated individual in charge will contact the appropriate class advisor to determine the reason for the failure of the instructor to arrive and to determine what instructions to give the students.

(2) For classes conducted in locations other than Willis Hall, take the following actions when students or instructors fail to arrive:

(a) Failure of students to arrive. Notify the appropriate class advisor and appropriate student company. Student company commanders will be responsible for determining the reason for the students not arriving and for notifying the instructor and appropriate course director.

(b) Failure of instructor to arrive. Students will remain in the immediate area. The class leader or designated individual in charge will contact the academic branch or section concerned to determine the reason for the failure of the instructor to arrive and to determine what instructions to give the students.

b. Classroom arrangement

(1) The instructor will place placards for each period of instruction in the holder mounted on the wall outside the classroom and in the holder mounted at the front of the classroom. The subject of the class will be in the topmost space, the instructor's name in the middle space, and the department name in the bottom space.

(2) In the case of a guest speaker, the aforementioned placards will be placed in this order: guest speaker's name at the top, the subject of the class in the middle space, and the department name in the bottom space. When the guest speaker's name is not known in advance, place a placard reading "Guest Speaker" in the top space.

(3) The instructor will place a sign reading "Visitor" on a table or student chair that is easily accessible to the visitor. At this same location, the instructor will place a "visitor's folder" containing a current lesson plan and mimeo.

c. Scheduling of classes.

(1) Classes will be instructed in the sequence indicated in the approved and published schedule. Occasionally operational considerations may make it necessary for instructors to deviate from the published schedule.

(2) Ordinarily, each class period (except for the final period of the day) will be followed by a 10-minute break, to allow sufficient time for students to move from one classroom or area to the next and to allow time for the instructor to prepare the classroom for the next class. When successive classes are taught in the same location by the same instructor, instructors may alter or combine break times for valid educational reasons,

such as allaying student fatigue or increasing motivation. During breaks, students are not to be allowed to sleep in the classrooms.

6. **STANDARDS OF CONDUCT.** In all courses, the goal is to maintain a productive learning environment and to promote an appropriate military attitude in the students. In that context, the following guidelines outline the minimum standards of conduct to be followed by students in all AMEDDC&S classrooms.

a. Smoking, food, and beverages.

(1) Food purchased in the Academy Club Annex, the El Comedor, or the bookstore will be consumed only in appropriate areas. Food or beverages will not be consumed in classrooms. Food may be consumed in the two gazebos located behind the south end of Willis Hall and in the open areas adjacent to El Comedor and the Officer Club Annex.

(2) At the discretion of the instructor, during periods of hot weather, water may be brought into the classroom to allow students to drink adequate amounts prior to and following physical fitness training.

(3) Smoking by students (military or civilian) is strictly prohibited in any AMEDDC&S area or facility. NOTE: This prohibition does not apply to International Military Students who may be allowed to smoke in the designated AMEDDC&S civilian smoking area. In addition, it should be noted that U.S. Army Training and Doctrine Command Regulation 350-6, Initial Entry Training (IET) Policies and Administration, prohibits the use of any tobacco product by Initial Entry Training students. Any violation of this policy should be called to the attention of the appropriate company commander.

b. Cleanliness and order in classrooms

(1) Students will not be late for class without proper authorization. Students arriving after the class has begun will enter quietly and take their seats with a minimum of noise and disruption.

(2) When it is necessary to rearrange classroom chairs and/or tables to accommodate certain kinds of instruction, it will be done during breaks, if possible. Classroom furniture which has been rearranged for any reason will be returned to the proper arrangement prior to the class being dismissed.

(3) Chairs and/or tables will not be removed from classrooms without coordination with the Classroom Support

Section, Training Management Branch, Department of Academic Support, and the noncommissioned officer in charge of the branch responsible for the classroom.

(4) Scrap paper and similar waste products will be placed in proper trash receptacles. Training aids, such as maps, overlays, mock-ups, etc., will be stored out of sight in storage cabinets or drawers when not in use.

c. Instructors will address students by rank.

(MCCS-HSS)

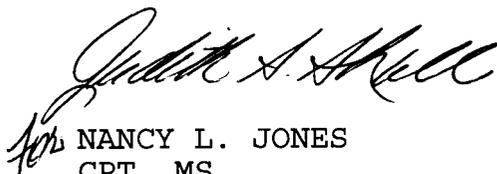
FOR THE COMMANDER:

OFFICIAL:

MICHAEL K. PODOJIL

MAJ, MS

Secretary of the General Staff



NANCY L. JONES  
CPT, MS  
Adjutant General

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